



REPLY TO  
ATTENTION OF

IMAH-HRD

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202

SEP 13 2006

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #9,  
Personnel Accounting, Strength Reporting, and Requisition Process

1. REFERENCES.

- a. AR 220-1, Unit Status Reporting, 16 March 2006.
- b. AR 600-8-6, Personnel Accounting and Strength Reporting, 24 September 1998.
- c. AR 600-8-11, Reassignment, 1 October 1990.
- d. AR 614-6, Permanent Change of Station Policy, 7 October 1985.
- e. AR 614-100, Officer Assignment Policies, Details, and Transfers, 20 September 2000.
- f. AR 614-200, Enlisted Assignment, and Utilization Management, 2 August 2005.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) military personnel on Personnel Accounting, Strength Reporting, and Requisition Process for Officers and Enlisted Soldiers.

1. APPLICABILITY. These procedures are applicable to military personnel assigned to and/or under the operational control of IMA. The following procedures apply to Headquarters (HQ) IMA, Human Resources Division (HRD), Military Personnel Branch (MPB); IMA Region MPBs; and Garrison Military Personnel Divisions (MPD). This policy memorandum supersedes policy memorandum #9, 26 June 2003.

2. POLICY.

a. The above references provide guidance and are required for proper personnel strength accounting / reporting, and requisition process. Procedures below establish accounting responsibilities and reporting mechanisms to ensure submission of timely requisitions in order to obtain proper levels of fill.

b. HQIMA, HRD is responsible for ensuring that military personnel strength complies with current HQDA Active Component Manning Guidance across the IMA Regions and that military personnel are properly utilized in accordance with references above.

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c. Region HRDs are responsible for monitoring and assisting in the administration of the personnel accounting, strength reporting, personnel utilization, and requisition process function of the military personnel system for both active duty personnel and reserve component personnel mobilized and assigned to their garrisons.

d. Garrison Strength Managers are responsible to maintain personnel accountability and strength reporting of their active military personnel as well as reserve component Soldiers mobilized and assigned to their garrisons. Garrison Strength Managers will submit required reports to region HRD as required.

5. PROCEDURES.

a. Personnel Accounting / Strength Reporting.

(1) HQIMA, HRD will monitor and maintain proper strength accounting / reporting for IMA. HQIMA, HRD will coordinate with HRC, Officer Distribution / Enlisted Personnel Readiness Management Divisions (EPRMD) for requisitions and proper levels of fill.

(2) Region HRDs will monitor and assist garrisons in the administration of the personnel accounting and strength reporting function of their units. Regions HRD will submit required reports identified under subparagraph (4) below tri-annually (March, July, and November) with a HQIMA suspense date of the last business day of that month.

(3) Garrisons will monitor their military personnel strength / fill and submit to region requested reports. Garrison Strength Managers, Chiefs, MPD, or designated representatives will maintain proper military strength management and report garrison personnel requirements tri-annually to the Region HRD.

(4) Required reports. Below reports will be submitted tri-annually as indicated above. The Table of Distribution and Allowance (TDA) is the base document for all reports below. Garrison / regions will indicate any discrepancy existing between TDA authorizations and those listed on the Enlisted Distribution and Assignment System (EDAS) or the Total Officer Personnel Management Information System (TOPMIS). Do not alter reports format.

(a) Officer Mission Essential Requirements (MER) Report: Report of critical mission essential positions requiring fill during the next Dynamic Distribution System (DDS) cycle (encl 1).

(b) Enlisted Critical Shortage Report: Report of Soldiers assigned for current and projected 180 days critical shortages (encl 2).



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(c) Non-Authorized Report: Report of Soldiers assigned against non-authorized positions (encl 3).

(d) Reserve Component Report: Report Reserve Component Soldier assigned to the garrison during mobilization (encl 4).

b. Officer Requisitions.

(1) HRC, DD processes officer requisitions tri-annually as a results of the DDS cycle run (Oct-Jan, Feb-May, and Jun-Sept). Requisitions are generated by HRC, DD or submitted to HRC by HQIMA, MPB, based on the Donor / Receiver List (DRL) generated by the DDS run. Regions HRD, provide their MER positions prior to each requisition cycle.

(2) HQIMA, MPB coordinate regions' MER lists with HRC for consideration during DDS cycle runs. Once HRC, DD provides receivers list from DDS run, HQIMA, HRD compare previously submitted regions' MER to match receivers list by grade and AOC.

(3) Once MER and receiver lists are reconciled, HQIMA, MPB in coordination with Regions' HRDs, identifies and prioritizes positions with receivers list and submits to HRC, DD for requisitions.

(4) HRC, DD or HQIMA, MPB creates requisitions accordingly.

c. Enlisted Requisitions.

(1) HQIMA, MPB builds shell requisitions by MOS and grade for regions IAW the Enlisted Distribution Target Module (EDTM), HQDA Active Component Manning Guidance, and HRC fill guidance.

(2) Regions HRD determines order of fill by UIC then modifies requisitions with UIC, ASI, and any required special instructions.

(3) HQIMA, MPB reviews, verifies, and certifies requisitions to HRC, EPRMD.

(4) HRC, EPRMD verifies and validates requisitions IAW EDTM and authorizations. HRC, Branch Career Field Managers (CFM), nominate Soldiers and assign against valid open requisitions (VORQ) IAW HRC fill priority.


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(5) HQIMA, MPB tracks unfilled VORQ and coordinates fill of requisitions with HRC, EPRMD manager and Branch CFMs as needed.

6. PROPONENT. The HQIMA HRD is the proponent for this IMA policy. POC is Chief, Military Personnel Branch at commercial (703) 602-0914, DSN 332-0914.

4 Encls  
as



JOHN A. MACDONALD  
Brigadier General, USA  
Director





## Non-Authorized Report

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## Reserve Component Report

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